

# Employee Benefits Survey

## Technical Note

The Employee Benefits Survey (EBS) of the Bureau of Labor Statistics (BLS) covers the incidence and characteristics of employee benefit plans, and is conducted jointly with the Bureau's Employment Cost Index Survey. The two surveys cover all private sector establishments (except farms and private households) and State and local governments.

The survey covers full- and part-time employees in the 50 States and District of Columbia. However, industrial and establishment size coverage varies on a rotating basis. In even-numbered reference years, EBS data are collected for small private establishments (those employing fewer than 100 workers) and State and local governments (regardless of employment size). In odd-numbered years, data are collected for medium and large private establishments (those employing 100 workers or more).

### Occupational groups

Within each surveyed establishment, data are collected for a sample of all occupations in the establishment. The occupations are selected randomly; the probability of any occupation's selection is related to its employment size relative to total employment in the surveyed establishment.

### Benefit areas

BLS requests that surveyed establishments provide data for the sample occupations' work schedules and details of plans in each of the following benefit areas: Paid holidays; vacations; personal leave, funeral leave, military leave, sick leave, jury duty leave, and paid and unpaid family leave; sickness and accident insurance; long-term disability insurance; medical, dental, and vision care; life insurance; defined benefit pension plans; defined contribution plans; flexible benefit plans; and reimbursement accounts.

Data are also collected on the incidence of the following additional benefits: Severance pay, supplemental unemployment benefits, travel accident insurance, nonproduction cash bonuses, child care, elder care, long-term care insurance, wellness programs, recreation facilities, job-related and nonjob-related educational assistance, employee assistance programs, financial counseling, subsidized commuting, sabbatical leave, stock option plans, stock purchase plans, and cash profit-sharing plans.

### Survey estimation methods

The survey design uses an estimator that assigns the inverse of each surveyed establishment's probability of selection as a weight to its data. Three weight-adjustment factors are applied to the establishment data. The first factor is introduced to account for establishment nonresponse and the second for occupational nonresponse. A third poststratification factor is introduced to adjust the estimated employment totals to actual counts of the employment by industry for the survey reference date.

There are two procedures used to adjust for missing data from responding establishments. First, imputations for the number of plan participants are made for cases in which this number is not reported. Each of these participant values is imputed by selecting a similar plan from another establishment with similar employment in a similar industry. The participation rate from this selected plan is then used to approximate the number of participants for the plan that is missing a participation value.

Second, imputations for plan provisions are made when they are not available because of an establishment's partial response. These plan provisions are imputed by selecting provisions from a plan from another establishment with similar characteristics.

### Regular publications

Estimates from the EBS are published in three bulletins: *Employee Benefits in Small Private Establishments*; *Employee Benefits in Medium and Large Private Establishments*; and *Employee Benefits in State and Local Governments*.

To meet the needs of data users interested in specific benefit topics, EBS data are used to prepare three series of short publications: *Understanding Employee Benefits* is a popularly written series of flyers covering benefits. *Employee Benefits Briefs* are one-page highlights of benefits topics. *Issues in Labor Statistics* is a series of BLS occasional reports that presents information of current interest.

Information also may be obtained by writing the Employee Benefits Survey, Bureau of Labor Statistics, 2 Massachusetts Ave. NE, Room 4160, Washington, DC 20212-0001.

Telephone: (202) 606-6199

E-mail: [ocltinfo@bls.gov](mailto:ocltinfo@bls.gov)

Internet: <http://stats.bls.gov/ebshome.htm>

TABLE B-1. **Percent of employees participating in selected paid leave benefits by private and public sectors and full-time and part-time status, 1994-97<sup>1</sup>**

Leave benefit	All employees	Private sector	Public sector	Full time	Part time
Holidays .....	72	73	68	83	29
Vacations .....	76	79	60	87	34
Personal leave .....	17	15	35	20	7
Funeral leave .....	56	56	58	65	23
Jury duty leave .....	66	63	88	76	30
Military leave .....	32	27	69	38	9
Sick leave .....	50	44	86	59	15
Family leave .....	2	2	4	2	1

<sup>1</sup> Data for public sector employees are for 1994, data for private sector small establishments (fewer than 100 employees) are for 1996, and data for

private sector medium and large establishments (100 or more employees) are for 1997.

TABLE B-2. **Average<sup>1</sup> number of days provided each year<sup>2</sup> for full-time participants in selected paid leave plans by private and public sectors, 1994-97<sup>3</sup>**

Leave benefit	All employees	Public sector	Private sector		
			Total	Medium and large private establishments	Small private establishments
Holidays .....	8.8	11.5	8.5	9.3	7.6
Vacations by minimum length of service requirement					
After 1 year .....	9.3	12.3	8.9	9.6	8.1
After 10 years .....	15.7	18.3	15.4	16.9	13.9
After 15 years .....	17.3	20.3	16.9	18.8	14.8
After 20 years .....	18.4	21.9	17.9	20.3	15.4
Personal leave .....	3.2	3.0	3.3	3.5	3.0
Funeral leave .....	3.5	3.7	3.4	3.7	3.0
Military leave .....	14.4	14.0	14.5	15.3	11.8

<sup>1</sup> The average is presented for all covered workers; averages exclude workers without the provision.

<sup>2</sup> Averages relate to annual provisions for all leave items except for funeral leave, where leave is provided per occurrence.

<sup>3</sup> Data for public sector employees are for 1994, data for private sector small establishments (fewer than 100 employees) are for 1996, and data for private sector medium and large establishments (100 or more employees) are for 1997.

**TABLE B-3. Percent of full-time employees receiving paid holidays by number of holidays provided each year, medium and large private establishments, 1997<sup>1</sup>**

Number of paid holidays	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number with paid holidays (in thousands) .....	34,158	9,490	8,377	16,291
Total with paid holidays .....	100	100	100	100
Under 6 days .....	4	2	3	7
6 days .....	13	8	19	14
6.1 - 6.9 days .....	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )
7 days .....	8	7	8	8
7.1 - 7.9 days .....	( <sup>2</sup> )	( <sup>2</sup> )	1	( <sup>2</sup> )
8 days .....	12	13	12	10
8.1 - 8.9 days .....	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )
9 days .....	11	12	12	11
9.1 - 9.9 days .....	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )
10 days .....	21	25	24	18
10.1 - 10.9 days .....	( <sup>2</sup> )	( <sup>2</sup> )	1	-
11 days .....	13	14	11	14
11.1 - 11.9 days .....	( <sup>2</sup> )	1	( <sup>2</sup> )	( <sup>2</sup> )
12 days .....	7	9	5	7
12.1 - 12.9 days .....	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )
13 days .....	2	3	1	3
Over 13 days .....	5	4	1	7
Number of days not available ...	( <sup>2</sup> )	( <sup>2</sup> )	1	( <sup>2</sup> )

<sup>1</sup> Data are for private sector medium and large establishments (100 or more employees).  
<sup>2</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

**TABLE B-4. Percent of full-time employees receiving paid holidays by number of holidays provided each year, small private establishments, 1996<sup>1</sup>**

Number of paid holidays	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number with paid holidays (in thousands) .....	31,991	6,841	11,187	13,964
Total with paid holidays .....	100	100	100	100
Under 6 days .....	12	6	9	18
6 days .....	26	14	29	29
6.1 - 6.9 days .....	1	1	1	1
7 days .....	16	15	14	19
7.1 - 7.9 days .....	1	2	1	( <sup>2</sup> )
8 days .....	12	16	12	9
8.1 - 8.9 days .....	1	1	2	1
9 days .....	8	11	9	6
9.1 - 9.9 days .....	1	3	1	1
10 days .....	10	12	10	8
10.1 - 10.9 days .....	1	2	1	( <sup>2</sup> )
11 days .....	5	6	7	3
11.1 - 11.9 days .....	1	2	( <sup>2</sup> )	( <sup>2</sup> )
12 days .....	3	3	3	2
12.1 - 12.9 days .....	-	-	-	-
13 days .....	1	2	1	1
Over 13 days .....	1	3	1	1
Number of days not available ...	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )

<sup>1</sup> Data are for private sector small establishments (fewer than 100 employees).  
<sup>2</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

TABLE B-5. Percent of full-time employees receiving paid holidays by number of holidays provided each year, State and local governments, 1994

Number of paid holidays	All employees	White collar, except teachers	Teachers	Blue collar and service
Number with paid holidays (in thousands) .....	9,484	4,931	1,125	3,427
Total with paid holidays .....	100	100	100	100
Under 5 days .....	2	1	10	1
5 days .....	1	1	1	1
5.1 - 5.9 days .....	( <sup>1</sup> )	-	( <sup>1</sup> )	-
6 days .....	2	1	10	2
7 days .....	2	1	4	3
7.1 - 7.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )
8 days .....	2	3	3	2
8.1 - 8.9 days .....	1	1	1	( <sup>1</sup> )
9 days .....	6	7	2	6
9.1 - 9.9 days .....	( <sup>1</sup> )	( <sup>1</sup> )	-	( <sup>1</sup> )
10 days .....	18	17	15	21
10.1 - 10.9 days .....	1	1	3	1
11 days .....	17	19	5	18
11.1 - 11.9 days .....	2	3	1	1
12 days .....	16	19	3	17
12.1 - 12.9 days .....	2	2	1	2
13 days .....	13	12	5	17
Over 13 days .....	14	12	35	10
Number of days not available ...	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	-

<sup>1</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual

items may not equal totals. Dash indicates no employees in this category.

**TABLE B-6. Percent of full-time employees at selected lengths of service by number of vacation days provided, medium and large private establishments, 1997<sup>1</sup>**

Number of paid vacation days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number with paid vacations <sup>2</sup> (in thousands) .....	36,607	10,279	8,928	17,400
Vacation days by length-of-service <sup>3</sup>				
1 year of service				
Under 5 days .....	1	( <sup>4</sup> )	1	2
5 days .....	31	8	24	49
Over 5 and under 10 days .....	3	2	2	5
10 days .....	45	54	57	34
Over 10 and under 15 days .....	4	6	4	3
15 days .....	4	10	3	2
Over 15 and under 20 days .....	2	4	1	1
20 days .....	2	4	1	1
Over 20 days .....	5	9	5	3
3 years of service				
Under 5 days .....	( <sup>4</sup> )	-	( <sup>4</sup> )	( <sup>4</sup> )
5 days .....	5	2	3	9
Over 5 and under 10 days .....	3	2	1	5
10 days .....	65	53	73	67
Over 10 and under 15 days .....	7	7	5	9
15 days .....	8	14	7	4
Over 15 and under 20 days .....	2	4	1	1
20 days .....	2	6	2	1
Over 20 days .....	5	10	5	3
5 years of service				
Under 5 days .....	( <sup>4</sup> )	-	-	( <sup>4</sup> )
5 days .....	2	1	1	3
Over 5 and under 10 days .....	2	1	1	3
10 days .....	36	21	32	48
Over 10 and under 15 days .....	6	6	4	7
15 days .....	37	41	48	29
Over 15 and under 20 days .....	3	6	2	2
20 days .....	5	10	4	2
Over 20 days .....	7	13	7	3
10 years of service				
Under 5 days .....	( <sup>4</sup> )	-	-	( <sup>4</sup> )
5 days .....	2	1	1	3
Over 5 and under 10 days .....	1	( <sup>4</sup> )	( <sup>4</sup> )	2
10 days .....	7	4	5	11
Over 10 and under 15 days .....	3	1	2	4
15 days .....	48	37	55	52
Over 15 and under 20 days .....	6	4	4	9
20 days .....	21	31	22	15
Over 20 days .....	11	21	9	5
15 years of service				
Under 5 days .....	-	-	-	-
5 days .....	2	1	1	3

See footnotes at end of table.

TABLE B-6. Percent of full-time employees at selected lengths of service by number of vacation days provided, medium and large private establishments, 1997<sup>1</sup> — Continued

Number of paid vacation days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Vacation days by length-of-service <sup>3</sup>				
15 years of service <sup>5</sup> -continued:				
Over 5 and under 10 days .....	1	( <sup>4</sup> )	( <sup>4</sup> )	1
10 days .....	6	2	4	9
Over 10 and under 15 days .....	2	1	1	3
15 days .....	21	14	19	26
Over 15 and under 20 days .....	4	3	2	4
20 days .....	50	52	60	44
Over 20 and under 25 days .....	4	8	3	2
25 days .....	3	4	2	2
Over 25 days .....	7	13	6	3
20 years of service				
Under 5 days .....	-	-	-	-
5 days .....	2	1	1	3
Over 5 and under 10 days .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	1
10 days .....	6	2	4	9
Over 10 and under 15 days .....	1	1	( <sup>4</sup> )	2
15 days .....	11	8	12	12
Over 15 and under 20 days .....	2	1	2	2
20 days .....	48	49	57	44
Over 20 and under 25 days .....	4	8	3	3
25 days .....	15	15	13	17
Over 25 days .....	8	15	8	6
25 years of service				
Under 5 days .....	-	-	-	-
5 days .....	2	1	1	3
Over 5 and under 10 days .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	1
10 days .....	6	2	4	9
Over 10 and under 15 days .....	1	1	( <sup>4</sup> )	2
15 days .....	10	7	11	11
Over 15 and under 20 days .....	1	1	1	1
20 days .....	33	34	37	31
Over 20 and under 25 days .....	4	7	2	3
25 days .....	29	30	32	26
Over 25 and under 30 days .....	2	3	2	1
30 days .....	5	4	3	6
Over 30 days .....	5	9	4	3
30 years of service <sup>5</sup>				
Under 5 days .....	-	-	-	-
5 days .....	2	1	1	3
Over 5 and under 10 days .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	1
10 days .....	6	2	4	9
Over 10 and under 15 days .....	1	1	( <sup>4</sup> )	2
15 days .....	10	7	11	11
Over 15 and under 20 days .....	1	1	1	1
20 days .....	33	33	36	31
Over 20 and under 25 days .....	4	7	2	2

See footnotes at end of table.

TABLE B-6. **Percent of full-time employees at selected lengths of service by number of vacation days provided, medium and large private establishments, 1997<sup>1</sup>** — Continued

Number of paid vacation days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Vacation days by length-of-service <sup>3</sup>				
30 years of service <sup>5</sup> -continued:				
25 days .....	26	26	30	24
Over 25 and under 30 days .....	2	3	2	2
30 days .....	7	8	6	7
Over 30 days .....	6	10	5	4

<sup>1</sup> Data are for private sector medium and large establishments (100 or more employees).

<sup>2</sup> Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations.

<sup>3</sup> Employees either are granted a specific number of days after completion of the indicated

length of service, or accrue days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>4</sup> Less than 0.5 percent.

<sup>5</sup> Provisions were virtually the same after longer years of service.

NOTE: Dash indicates no employees in this category.

TABLE B-7. Percent of full-time employees at selected lengths of service by number of vacation days provided, small private establishments, 1996<sup>1</sup>

Number of paid vacation days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number with paid vacations <sup>2</sup> (in thousands) .....	34,410	7,185	11,682	15,544
Vacation days by length-of-service <sup>3</sup>				
1 year of service				
Under 5 days .....	3	2	1	4
5 days .....	47	25	40	62
Over 5 and under 10 days .....	4	3	3	4
10 days .....	35	50	44	21
Over 10 and under 15 days .....	3	5	5	1
15 days .....	2	6	2	1
Over 15 and under 20 days .....	1	1	1	( <sup>4</sup> )
20 days .....	( <sup>4</sup> )	1	( <sup>4</sup> )	( <sup>4</sup> )
Over 20 days .....	2	4	2	1
3 years of service				
Under 5 days .....	1	1	1	2
5 days .....	15	5	11	24
Over 5 and under 10 days .....	5	3	3	6
10 days .....	63	64	69	59
Over 10 and under 15 days .....	5	7	7	3
15 days .....	4	10	4	2
Over 15 and under 20 days .....	1	2	1	( <sup>4</sup> )
20 days .....	1	2	( <sup>4</sup> )	( <sup>4</sup> )
Over 20 days .....	3	5	2	2
5 years of service				
Under 5 days .....	1	1	1	1
5 days .....	11	3	8	16
Over 5 and under 10 days .....	3	2	2	5
10 days .....	45	35	46	49
Over 10 and under 15 days .....	5	6	6	5
15 days .....	27	38	31	18
Over 15 and under 20 days .....	1	2	1	1
20 days .....	2	4	1	1
Over 20 days .....	3	6	3	2
10 years of service				
Under 5 days .....	1	1	1	1
5 days .....	10	2	8	15
Over 5 and under 10 days .....	2	2	1	2
10 days .....	25	17	24	29
Over 10 and under 15 days .....	3	3	3	3
15 days .....	40	45	44	35
Over 15 and under 20 days .....	3	4	4	3
20 days .....	10	16	10	7
Over 20 days .....	4	8	4	2

See footnotes at end of table.



TABLE B-7. Percent of full-time employees at selected lengths of service by number of vacation days provided, small private establishments, 1996<sup>1</sup> — Continued

Number of paid vacation days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Vacation days by length-of-service <sup>3</sup>				
15 years of service				
Under 5 days .....	-	-	-	-
5 days .....	10	2	7	15
Over 5 and under 10 days .....	2	2	1	2
10 days .....	22	15	22	26
Over 10 and under 15 days .....	2	2	2	2
15 days .....	31	36	32	28
Over 15 and under 20 days .....	3	3	3	3
20 days .....	21	27	24	16
Over 20 and under 25 days .....	1	3	2	1
25 days .....	1	2	2	1
Over 25 days .....	3	6	3	2
20 years of service				
Under 5 days .....	-	-	-	-
5 days .....	10	2	7	15
Over 5 and under 10 days .....	2	2	1	2
10 days .....	22	15	22	26
Over 10 and under 15 days .....	2	2	2	2
15 days .....	26	31	26	24
Over 15 and under 20 days .....	2	1	2	3
20 days .....	22	27	25	18
Over 20 and under 25 days .....	2	4	2	1
25 days .....	5	6	6	4
Over 25 days .....	4	7	4	2
25 years of service				
Under 5 days .....	-	-	-	-
5 days .....	10	2	7	15
Over 5 and under 10 days .....	2	2	1	2
10 days .....	22	15	22	26
Over 10 and under 15 days .....	2	2	2	2
15 days .....	25	31	25	23
Over 15 and under 20 days .....	2	1	2	3
20 days .....	20	26	21	16
Over 20 and under 25 days .....	2	4	2	1
25 days .....	8	8	10	6
Over 25 and under 30 days .....	1	2	1	( <sup>4</sup> )
30 days .....	1	2	1	2
Over 30 days .....	2	4	2	1
30 years of service <sup>5</sup>				
Under 5 days .....	-	-	-	-
5 days .....	10	2	7	15
Over 5 and under 10 days .....	2	2	1	2

See footnotes at end of table.

TABLE B-7. **Percent of full-time employees at selected lengths of service by number of vacation days provided, small private establishments, 1996<sup>1</sup>** — Continued

Number of paid vacation days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Vacation days by length-of-service <sup>3</sup>				
30 years of service <sup>5</sup> -continued:				
10 days .....	22	15	22	26
Over 10 and under 15 days .....	2	2	2	2
15 days .....	25	31	25	23
Over 15 and under 20 days .....	2	1	2	3
20 days .....	19	26	21	15
Over 20 and under 25 days .....	2	4	2	1
25 days .....	8	7	10	6
Over 25 and under 30 days .....	1	2	1	( <sup>4</sup> )
30 days .....	2	2	2	2
Over 30 days .....	2	4	2	1

<sup>1</sup> Data are for private sector small establishments (fewer than 100 employees).

<sup>2</sup> Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations.

<sup>3</sup> Employees either are granted a specific number of days after completion of the indicated

length of service, or accrue days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>4</sup> Less than 0.5 percent.

<sup>5</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

TABLE B-8. **Percent of full-time employees at selected lengths of service by number of vacation days provided, State and local governments, 1994**

Number of paid vacation days	All employees	White collar, except teachers	Blue collar and service
Number with paid vacations <sup>1</sup> (in thousands) .....	8,504	4,777	3,414
Vacation days by length-of-service <sup>2</sup>			
1 year of service			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	6	4	9
Over 5 and under 10 days .....	3	3	3
10 days .....	35	29	41
Over 10 and under 15 days .....	34	37	32
15 days .....	9	12	4
Over 15 and under 20 days .....	2	2	1
20 days .....	4	4	4
Over 20 and under 25 days .....	5	5	3
25 days .....	1	( <sup>3</sup> )	1
Over 25 and under 30 days .....	1	1	1
30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
3 years of service			
Under 5 days .....	( <sup>3</sup> )	-	( <sup>3</sup> )
5 days .....	2	2	1
Over 5 and under 10 days .....	1	1	1
10 days .....	32	25	42
Over 10 and under 15 days .....	30	29	29
15 days .....	17	22	10
Over 15 and under 20 days .....	6	7	4
20 days .....	5	6	4
Over 20 and under 25 days .....	5	5	4
25 days .....	1	( <sup>3</sup> )	1
Over 25 and under 30 days .....	2	1	2
30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	( <sup>3</sup> )	1	( <sup>3</sup> )
5 years of service			
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days .....	1	1	1
10 days .....	17	13	23
Over 10 and under 15 days .....	17	17	15
15 days .....	31	32	31
Over 15 and under 20 days .....	17	19	15
20 days .....	7	8	5
Over 20 and under 25 days .....	6	7	4
25 days .....	1	( <sup>3</sup> )	1
Over 25 and under 30 days .....	1	1	2
30 days .....	1	1	1
Over 30 days .....	1	1	1
10 years of service			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1

See footnotes at end of table.

TABLE B-8. **Percent of full-time employees at selected lengths of service by number of vacation days provided, State and local governments, 1994**  
— Continued

Number of paid vacation days	All employees	White collar, except teachers	Blue collar and service
Vacation days by length-of-service <sup>2</sup>			
10 years of service -continued			
Over 5 and under 10 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
10 days .....	4	3	5
Over 10 and under 15 days .....	2	2	3
15 days .....	27	27	31
Over 15 and under 20 days .....	26	30	17
20 days .....	21	20	23
Over 20 and under 25 days .....	10	9	10
25 days .....	3	3	3
Over 25 and under 30 days .....	4	3	4
30 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
Over 30 days .....	2	2	2
15 years of service			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days .....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	4
Over 10 and under 15 days .....	1	1	1
15 days .....	10	8	13
Over 15 and under 20 days .....	20	21	17
20 days .....	28	29	27
Over 20 and under 25 days .....	23	24	21
25 days .....	4	3	6
Over 25 and under 30 days .....	7	7	7
30 days .....	1	1	1
Over 30 days .....	4	5	2
20 years of service			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days .....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	3
Over 10 and under 15 days .....	1	1	1
15 days .....	5	5	6
Over 15 and under 20 days .....	5	6	5
20 days .....	23	23	26
Over 20 and under 25 days .....	34	40	23
25 days .....	12	8	18
Over 25 and under 30 days .....	10	9	13
30 days .....	2	2	1
Over 30 days .....	4	5	3
25 years of service			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days .....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	3
Over 10 and under 15 days .....	1	1	1

See footnotes at end of table.

TABLE B-8. **Percent of full-time employees at selected lengths of service by number of vacation days provided, State and local governments, 1994**  
— Continued

Number of paid vacation days	All employees	White collar, except teachers	Blue collar and service
Vacation days by length-of-service <sup>2</sup>			
25 years of service -continued			
15 days .....	5	5	6
Over 15 and under 20 days .....	4	4	4
20 days .....	19	18	21
Over 20 and under 25 days .....	31	35	21
25 days .....	14	13	17
Over 25 and under 30 days .....	13	12	15
30 days .....	5	5	7
Over 30 days .....	4	5	3
30 years of service <sup>4</sup>			
Under 5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 days .....	( <sup>3</sup> )	( <sup>3</sup> )	1
Over 5 and under 10 days .....	( <sup>3</sup> )	-	( <sup>3</sup> )
10 days .....	3	2	3
Over 10 and under 15 days .....	1	1	1
15 days .....	5	5	6
Over 15 and under 20 days .....	4	4	4
20 days .....	19	18	21
Over 20 and under 25 days .....	30	34	20
25 days .....	13	12	15
Over 25 and under 30 days .....	14	13	15
30 days .....	7	5	9
Over 30 days .....	4	6	3

<sup>1</sup> Employees receiving no paid vacations in their early years of service are included in the overall percentage of workers provided paid vacations; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for vacations. Although included in the total for all employees, data were insufficient to show teachers separately.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue

days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Because of rounding, sums of individual items may not equal totals. Dash indicates no employees in this category.

TABLE B-9. **Percent of full-time employees receiving paid personal leave by number of days provided each year, medium and large private establishments, 1997<sup>1</sup>**

Number of paid personal leave days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number with paid personal leave (in thousands) .....	7,815	2,414	3,025	2,376
Total with paid personal leave .....	100	100	100	100
1 day .....	14	15	10	17
2 days .....	31	27	40	24
3 days .....	17	18	13	22
4 days .....	13	12	16	10
5 days .....	11	13	9	11
More than 5 days .....	8	8	7	8
No maximum specified <sup>2</sup> .....	5	7	4	5
Number of days not available ....	1	1	1	2
Average days per year .....	3.5	3.5	3.3	3.6

<sup>1</sup> Data are for private sector medium and large establishments (100 or more employees).

<sup>2</sup> Personal leave provided as needed.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE B-10. **Percent of full-time employees receiving paid personal leave by number of days provided each year, small private establishments, 1996<sup>1</sup>**

Number of paid personal leave days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number with paid personal leave (in thousands) .....	5,531	1,693	2,200	1,638
Total with paid personal leave .....	100	100	100	100
1 day .....	14	10	20	11
2 days .....	27	26	30	24
3 days .....	23	30	18	22
4 days .....	6	4	6	10
5 days .....	7	7	7	7
More than 5 days .....	6	7	7	2
No maximum specified <sup>2</sup> .....	15	16	11	20
Number of days not available ....	2	( <sup>3</sup> )	1	5
Average days per year .....	3.0	3.1	2.9	2.9

<sup>1</sup> Data are for private sector small establishments (fewer than 100 employees).

<sup>2</sup> Personal leave provided as needed.

<sup>3</sup> Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE B-11. **Percent of full-time employees receiving paid personal leave by number of days provided each year, State and local government establishments, 1994**

Number of paid personal leave days	All employees	White collar, except teachers	Teachers	Blue collar and service
Number with paid personal leave (in thousands) .....	4,886	1,718	1,990	1,178
Total with paid personal leave .....	100	100	100	100
1 day .....	10	12	9	8
2 days .....	31	21	47	20
3 days .....	31	34	28	31
4 days .....	13	15	5	23
5 days .....	10	15	5	13
More than 5 days .....	3	2	4	4
No maximum specified <sup>1</sup> .....	1	( <sup>2</sup> )	2	1
Varies by length of service <sup>3</sup> .....	7	11	3	7
Number of days not available ....	1	( <sup>2</sup> )	1	( <sup>2</sup> )
Average days per year .....	3.0	3.1	2.8	3.2

<sup>1</sup> Personal leave provided as needed.

<sup>2</sup> Less than 0.5 percent.

<sup>3</sup> The maximum number of days provided was

included in the distribution of personal leave days.

NOTE: Because of rounding, sums of individual items may not equal totals.

TABLE B-12. **Percent of full-time employees at selected lengths of service by number of sick leave days provided, medium and large private establishments, 1997<sup>1</sup>**

Number of paid sick leave days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number provided annual sick leave <sup>2</sup> (in thousands) .....	19,454	6,792	6,147	6,515
Sick leave days by length-of-service <sup>3</sup>				
1 year of service				
Under 5 days .....	7	3	5	13
5 and under 10 days .....	43	33	51	46
10 and under 15 days .....	35	45	32	27
15 and under 30 days .....	8	12	8	5
30 and under 60 days .....	2	2	1	2
60 and under 120 days .....	1	1	( <sup>4</sup> )	( <sup>4</sup> )
120 and under 180 days .....	( <sup>4</sup> )	1	( <sup>4</sup> )	( <sup>4</sup> )
180 days or more .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )
5 years of service				
Under 5 days .....	7	3	3	14
5 and under 10 days .....	43	32	52	47
10 and under 15 days .....	33	42	29	26
15 and under 30 days .....	4	4	3	4
30 and under 60 days .....	5	9	4	3
60 and under 120 days .....	6	8	7	3
120 and under 180 days .....	( <sup>4</sup> )	1	( <sup>4</sup> )	( <sup>4</sup> )
180 days or more .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )
10 years of service				
Under 5 days .....	5	2	3	11
5 and under 10 days .....	44	32	51	49
10 and under 15 days .....	33	42	30	27
15 and under 30 days .....	4	4	3	4
30 and under 60 days .....	4	6	2	3
60 and under 120 days .....	6	10	7	2
120 and under 180 days .....	2	3	2	1
180 days or more .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )
15 years of service				
Under 5 days .....	5	2	3	10
5 and under 10 days .....	44	32	51	50
10 and under 15 days .....	33	42	30	27
15 and under 30 days .....	4	4	3	4
30 and under 60 days .....	4	6	2	3
60 and under 120 days .....	6	8	6	2
120 and under 180 days .....	3	5	3	2
180 days or more .....	( <sup>4</sup> )	1	( <sup>4</sup> )	( <sup>4</sup> )
20 years of service				
Under 5 days .....	5	2	3	10
5 and under 10 days .....	44	32	51	50
10 and under 15 days .....	33	42	30	27

See footnotes at end of table.



TABLE B-12. **Percent of full-time employees at selected lengths of service by number of sick leave days provided, medium and large private establishments, 1997<sup>1</sup>** — Continued

Number of paid sick leave days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Sick leave days by length-of-service <sup>3</sup>				
20 years of service -continued				
15 and under 30 days .....	3	4	3	3
30 and under 60 days .....	3	6	1	2
60 and under 120 days .....	4	5	5	3
120 and under 180 days .....	4	7	3	2
180 days or more .....	2	2	2	( <sup>4</sup> )
25 years of service <sup>5</sup>				
Under 5 days .....	5	2	3	9
5 and under 10 days .....	44	32	51	50
10 and under 15 days .....	33	42	30	27
15 and under 30 days .....	3	4	3	3
30 and under 60 days .....	3	6	1	2
60 and under 120 days .....	4	4	5	2
120 and under 180 days .....	5	8	4	3
180 days or more .....	1	2	2	( <sup>4</sup> )

<sup>1</sup> Data are for private sector medium and large establishments (100 or more employees).

<sup>2</sup> Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

<sup>3</sup> Employees either are granted a specific

number of days after completion of the indicated length of service, or accrue days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>4</sup> Less than 0.5 percent.

<sup>5</sup> Provisions were virtually the same after longer years of service.

TABLE B-13. Percent of full-time employees at selected lengths of service by number of sick leave days provided, small private establishments, 1996<sup>1</sup>

Number of paid sick leave days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Number provided annual sick leave <sup>2</sup> (in thousands) .....	17,363	4,360	6,921	6,082
Sick leave days by length-of-service <sup>3</sup>				
1 year of service				
Under 5 days .....	15	11	15	18
5 and under 10 days .....	57	52	61	55
10 and under 15 days .....	22	33	19	18
15 and under 30 days .....	2	2	2	2
30 and under 60 days .....	( <sup>4</sup> )	1	( <sup>4</sup> )	( <sup>4</sup> )
60 and under 120 days .....	( <sup>4</sup> )	1	( <sup>4</sup> )	-
120 and under 180 days .....	1	( <sup>4</sup> )	( <sup>4</sup> )	2
180 days or more .....	-	-	-	-
5 years of service				
Under 5 days .....	14	9	12	18
5 and under 10 days .....	55	51	59	54
10 and under 15 days .....	24	34	21	20
15 and under 30 days .....	2	2	3	2
30 and under 60 days .....	1	2	1	1
60 and under 120 days .....	2	2	3	1
120 and under 180 days .....	1	( <sup>4</sup> )	( <sup>4</sup> )	2
180 days or more .....	-	-	-	-
10 years of service				
Under 5 days .....	13	9	12	17
5 and under 10 days .....	56	51	60	54
10 and under 15 days .....	24	33	20	21
15 and under 30 days .....	2	2	2	2
30 and under 60 days .....	1	1	1	1
60 and under 120 days .....	2	3	3	1
120 and under 180 days .....	1	( <sup>4</sup> )	1	2
180 days or more .....	-	-	-	-
15 years of service				
Under 5 days .....	13	9	12	17
5 and under 10 days .....	55	51	59	54
10 and under 15 days .....	24	33	20	21
15 and under 30 days .....	2	2	3	2
30 and under 60 days .....	1	1	1	1
60 and under 120 days .....	2	2	2	1
120 and under 180 days .....	1	( <sup>4</sup> )	2	2
180 days or more .....	-	-	-	-
20 years of service				
Under 5 days .....	13	9	12	17
5 and under 10 days .....	55	51	59	54
10 and under 15 days .....	24	33	20	21
15 and under 30 days .....	2	2	3	2

See footnotes at end of table.

TABLE B-13. **Percent of full-time employees at selected lengths of service by number of sick leave days provided, small private establishments, 1996<sup>1</sup>** — Continued

Number of paid sick leave days	All employees	Professional, technical, and related	Clerical and sales	Blue collar and service
Sick leave days by length-of-service <sup>3</sup>				
20 years of service -continued				
30 and under 60 days .....	1	1	1	1
60 and under 120 days .....	2	2	2	1
120 and under 180 days .....	1	( <sup>4</sup> )	2	2
180 days or more .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	-
25 years of service <sup>5</sup>				
Under 5 days .....	13	9	12	17
5 and under 10 days .....	55	51	59	54
10 and under 15 days .....	24	33	20	21
15 and under 30 days .....	2	2	3	2
30 and under 60 days .....	1	1	1	1
60 and under 120 days .....	2	2	2	1
120 and under 180 days .....	1	( <sup>4</sup> )	2	2
180 days or more .....	( <sup>4</sup> )	( <sup>4</sup> )	( <sup>4</sup> )	-

<sup>1</sup> Data are for private sector small establishments (fewer than 100 employees).

<sup>2</sup> Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

<sup>3</sup> Employees either are granted a specific number of days after completion of the indicated

length of service, or accrue days during the next 12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>4</sup> Less than 0.5 percent.

<sup>5</sup> Provisions were virtually the same after longer years of service.

NOTE: Dash indicates no employees in this category.

TABLE B-14. Percent of full-time employees at selected lengths of service by number of sick leave days provided, State and local governments, 1994

Number of paid sick leave days	All employees	White collar, except teachers	Teachers	Blue collar and service
Number provided annual sick leave <sup>1</sup> (in thousands) .....	11,880	5,253	3,237	3,390
Sick leave days by minimum length-of-service <sup>2</sup>				
1 year of service				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	9	8	10	9
10 and under 15 days .....	72	73	66	76
15 and under 30 days .....	18	19	20	14
30 and under 60 days .....	1	( <sup>3</sup> )	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
5 years of service				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	70	72	63	74
15 and under 30 days .....	20	20	22	17
30 and under 60 days .....	1	( <sup>3</sup> )	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
10 years of service				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	68	70	63	71
15 and under 30 days .....	21	22	22	19
30 and under 60 days .....	1	( <sup>3</sup> )	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )
15 years of service				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	68	70	63	71
15 and under 30 days .....	21	22	22	19
30 and under 60 days .....	1	( <sup>3</sup> )	4	-
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1
20 years of service <sup>4</sup>				
Under 5 days .....	( <sup>3</sup> )	-	-	( <sup>3</sup> )
5 and under 10 days .....	8	7	10	8
10 and under 15 days .....	68	70	63	71
15 and under 30 days .....	21	22	22	19
30 and under 60 days .....	1	1	4	( <sup>3</sup> )
60 days or more .....	( <sup>3</sup> )	( <sup>3</sup> )	( <sup>3</sup> )	1

<sup>1</sup> Employees receiving partial pay only or no sick leave in their early years of service were included in the overall percentage of workers provided sick leave; however, they are disregarded in computing the distributions by length of service up to the service period at which they become eligible for full sick leave pay.

<sup>2</sup> Employees either are granted a specific number of days after completion of the indicated length of service, or accrue days during the next

12-month period. The total number of days are assumed available for use immediately upon completion of the described length-of-service interval.

<sup>3</sup> Less than 0.5 percent.

<sup>4</sup> Provisions were virtually the same after longer years of service.

NOTE: Dash indicates no employees in this category.